

<b>Job Title</b>	Associate Director, Supply Chain Management
<b>Department</b>	Financial Services
<b>Reports to (Title)</b>	Director, Supply Chain Management
<b>Duties</b>	
<p>The Associate Director, Supply Chain Management is a key member of the Supply Chain Management team at Thompson Rivers University (the “University”) and by association the broader senior Financial Services team.</p> <p>The Financial Services team is responsible for the full scope of financial services, including financial statement preparation, analysis, reporting, treasury, procurement, accounts payable, warehousing, and internal controls.</p> <p>The Associate Director supervises the procurement and warehouse operations leading a team of up to 10 providing strategic direction and leadership. This position facilitates the procurement of goods and services working collaboratively with both academic and administrative groups while ensuring compliance with all applicable TRU policies, procedures, federal and provincial legislation and regulations.</p> <p>The Associate Director supports the Director in ensuring that all processes and interactions within the Supply Chain function reflect the University’s values and the department’s priorities, as well as a strong commitment to customer service and a focus on internal client needs.</p> <p>As the primary contact for University departments regarding procurement and warehousing matters including asset disposal, the Associate Director provides analysis, advice, and business support to all levels of management.</p> <p>The Associate Director continually assesses and streamlines services to improve internal customer and external vendor experiences. In collaboration with the Director, the Associate Director will ensure the development and implementation of internal controls and processes to maintain the integrity and accuracy of the procurement systems as well as leading project management on change initiatives.</p>	
<b>Major Responsibilities</b>	
<ol style="list-style-type: none"> <li>1. Is accountable for the daily operational functions and longer term procurement and warehouse planning in alignment with the University’s vision and the achievement of the Financial Services Division goals and objectives.</li> <li>2. Coaches and motivates staff, establishes goals and objectives, performance standards and evaluation.</li> <li>3. Serves as a procurement resource providing consultation and guidance to the University community with respect to new sourcing initiatives, competitive bid processes, contract management, government regulation, logistics and asset</li> </ol>	

disposal. Identifies and oversees the sourcing and development of University-wide agreements for broadly used commodities and services.

4. Works closely with key internal stakeholders including Legal, Risk, Privacy and Information Security to ensure RFX and contract documents meet their requirements.
5. Administers the software and modules related to the procurement and warehouse functions to optimize productivity and ensure appropriate levels of security and internal control.
6. Investigates and facilitates best practice methodologies for the University including current practice in Sustainability, Indigenous Engagement and Procure to Pay solutions. Establishes key performance indicators and benchmarks that are consistent with other universities and public sector operations.
7. Manages and administers procurement programs (i.e. purchasing card, preferred vendor contracts, surplus asset disposal)
8. Supports Director, Supply Chain Management in leading the Supply Chain team in developing and implementing alternative solutions for sourcing materials and services to achieve reduced cost, & improved Supply Chain solutions.
9. Supports Director, Supply Chain Management in planning, leading, and implementing process improvement initiatives with Supply Chain staff, cross functional University teams, and external partners.
10. Assists Director, Supply Chain Management in assessing department related policies and procedures to ensure efficiency, best value, transparency and integrity and customer service are achieved .
11. Assists the Director with development of onboarding and training programs to educate and ensure compliance with department policies and procedures.
12. Understands and monitors the legal, legislative, regulatory and industry environments for procurement and supply chain management issues and trends incorporating this into the operations and processes at the University in a proactive manner.
13. Other duties, reports or assignments as delegated or assigned.

## Qualifications

### **Qualifications and Experience:**

- Professional Supply Chain designation from a recognized national/international organization, i.e. Supply Chain Canada.
- An undergrad degree, preferably in a relevant discipline.
- Minimum 8 years managerial experience in procurement roles with direct reports, managing bid processes, contract development and working with computerized procurement systems.

### **Skills and Knowledge:**

- Public sector experience preferred
- Commitment to promoting and providing a high value of customer service.
- Strong analytical and problem-solving skills.
- Proven ability to lead, manage, motivate and engage staff to achieve goals.
- Ability to meet deadlines and manage time effectively.
- Excellent communication skills, written and verbal.